



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

February 3, 2009

Musheer Rasheed, Projects Coordinator
East San Gabriel Valley Regional Occupational Program
and Technical Center (ESGVROP)
1501 West Del Norte Street
West Covina, CA 91790

Dear Mr. Rasheed:

RE: FINAL MONITORING VISIT REPORT for ESGVROP – ET07-0215

Date of the Visit:	02/02/09
Beginning/Ending Time:	10:00 a.m. – 12:00 p.m.
Date of Last Visit:	05/16/08
Visit Location:	West Covina
Persons in attendance:	Tina Silva, ESGVROP Mark Reeves, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	12/30/06 – 12/29/08	Agreement Amount:	\$299,420
Training Start Date:	01/11/07	No. to Retain:	220
Date Training must be Completed:	09/30/08	Range of Hours:	40 - 102
Type of Trainee:	New Hire	Weighted Ave. Hours:	102 (Jobs 1 & 2) 60 (Jobs 3 & 4)

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SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT

The Agreement was executed on January 18, 2007. Ms. Silva reported that ESGVROP suspended training under this Agreement on October 30, 2007, in a concerted effort to place as many enrolled trainees as possible prior to the term ending date of December 29, 2008. Ms. Silva confirmed today that no additional training was delivered after October 30, 2007.

• INTERVIEW WITH THE CONTRACT REPRESENTATIVE

Based on ESGVROP's lower than expected completion rate, Mr. Reeves inquired regarding the barriers that precluded you from performing better on this Agreement. Ms. Silva stated that the trainee slots planned for Jobs 3 and 4 (satellite dish/cable installers) were based largely on the stated training needs of one primary participating employer, DirecTV. Ms. Silva explained that there were early communication breakdowns with this employer which ultimately led to only one installer being placed in employment. She indicated that following unsuccessful attempts to resolve differences with this participating employer, ESGVROP decided to shift its focus towards training and placing the security guard trainees already enrolled in Jobs 1 and 2. Ms. Silva stated that this decision was made in the best interest of getting trainees employed and maximizing ETP funding. She added that ESGVROP evaluated the possibility of amending this Agreement, but decided that concentrating on the security guard trainees was the most practical approach.

Ms. Silva reported that ESGVROP did not experience any notable record keeping problems during the administration of this Agreement and no specific changes were suggested to improve the process.

Breakdown and discussion of expected earnings:

Ms. Silva reported that following the completion of ETP's Special Review process for one Job 1 trainee, she expects ESGVROP to earn \$28,736, which is equivalent to approximately 10% of the encumbered total. Current records show that ESGVROP has approved earnings in the amount of \$28,275. During today's meeting, Ms. Silva informed Mr. Reeves that she has been working directly with ETP's Fiscal Unit to reconcile an additional \$461 discrepancy.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	57	Completed Training:	17
Dropped Following Enrollment:	18	In Retention Period:	0
Completed Minimum Hours for reimbursement:	28	Completed Retention:	16

ATTENDANCE ROSTERS:

Mr. Reeves reviewed attendance records for 10 trainees for the period covering March 19, 2007 through September 21, 2007. The training documented during this period included Commercial Skills topics from the approved curriculum. Mr. Reeves found that ETP requirements were met and properly documented. The review confirmed that the 1:15 trainer to trainee ratio was maintained.

These findings are based only on the training records reviewed during this visit and represent only a sample of the training records. It is your responsibility to ensure that 100 percent of all training records are in compliance with Panel requirements prior to the closeout of this Agreement (Reference: Title 22, California Code of Regulations, Section 4442).

AUDIT:

ESGVROP will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Mr. Reeves at (818) 755-3635 or by e-mail at sreeves@etp.ca.gov within ten (10) working days from the receipt of this report.

Sincerely,

Signature on file

Dolores Kendrick, Manager
North Hollywood Regional Office

Signature on file

S. Mark Reeves, Contract Analyst
North Hollywood Regional Office

cc: Tina Silva, ESGVROP (via e-mail)
David Guzman, Chief, Program Operations Division (via e-mail)
Kulbir Mayall, Manager, Fiscal and Certification (via e-mail)
Master File
Project File

Date report mailed to Contractor 2/11/09